

DEPARTMENT OF THE ARMY
Corps of Engineers, Northwestern Division
P. O. Box 2870
Portland, Oregon 97208

CENWD-NP-HR
Regulation
No. 690-1-4

15 June 1999

Civilian Personnel
ARMY CIVILIAN CAREER PROGRAM FOR ENGINEERS AND SCIENTISTS

History. This issue is a new regulation for the Northwestern Division (NWD).

Summary. The Northwestern Division Engineer-in-Training (EIT) Program is designed to meet the Division's continuing need for Engineer and Scientists careerists entering the Engineer and Scientists (Resources & Construction) (ESRC)) career field through planned self-development and on-the-job training. Interns developed through this program will be considered as replacements for vacancies created by attrition, promotion, or creation of new positions. All interns will complete mobility agreements before entrance on duty. Use of mobility agreements allows management to place graduating interns in target positions division-wide.

1. PURPOSE. This regulation describes the Engineer-in-Training Program at the division level and procedures to follow to implement it.
2. APPLICABILITY. This regulation is applicable to all elements of the Northwestern Division, including all of its districts.
3. REFERENCES.

a. Required Publications.

(1) AR 690-400, chapter 4302, Total Army Performance Evaluation System, 16 Oct 98.
Cited in paragraph 7.

(2) Army Civilian Training, Education & Development System (ACTEDS) Plan for Engineers & Scientists (Resources & Construction) (ESRC)(CP-18). Cited in paragraph 6.


b. Related Publications.

(1) AR 690-950, Civilian Personnel Career Management..

(2) CEHR-008, USACE Intern Program, HQUSACE Memorandum, 3 Dec 97.

4. RESPONSIBILITY. The overall administration of the Training Program is under the jurisdiction of the Northwestern Division Commander and Engineer and Scientists Career Program Manager with assistance from the Division EIT Coordinator. Career Program Managers will be actively involved in projecting intake needs. Projections will be based on expected personnel losses as a result of retirement, resignation and transfer and on new or changing mission requirements. Each District will designate an EIT Coordinator who is responsible to the District Career Program Manager and serves as a program advisor and administrator. In addition, the Coordinator will assist in recruiting, preparing training plans, intern orientation, and monitoring the progress of each intern. The Chief, Civilian Personnel Advisory Center of each District is responsible for recruitment of local interns and assisting in the implementation of the program.
5. MANPOWER SPACES AND FUNDS. District Commanders will earmark necessary spaces and funds to cover the total need for local career interns and will strive to meet projected needs. In addition, efforts will be made to assure that spaces are available for occupancy by career intern program graduates upon completion of the intern phase of their development in order that well trained graduates will be fully used.
6. TRAINING PROGRAM. All interns will be trained in accordance with the Master Intern Training Plans (MITPs) which are published in individual CP ACTEDS plans.
7. EVALUATION OF TRAINEE'S PROGRESS. AR 690-400, chap 4302, will be used to rate career interns. Special evaluations will be prepared to keep track of intern performance as the intern rotates from one supervisor to another. The progress and achievement levels of interns may be documented on NWD Forms 690-3-R (Engineer-In-Training) and 690-4-R (Supervisor's Evaluation of Engineer-In-Training). These forms are available from the official (Web/LAN) electronic forms repository and the HQNWD Forms Manager (CENWP-IM-RVL). NWD Forms 690-3-R and 690-4-R will be locally reproduced on 8½ by 11-inch paper. A copy of each form, for reproduction purposes, is located at the back of this regulation. Following a discussion of the intern's performance, the evaluation (NWD Form 690-4-R) will be signed by both the intern and the immediate supervisor of the intern. Each intern will submit a written evaluation (NWD 690-3-R) of their reaction to the training assignments, technique and methods quarterly. Both forms, if used, will be completed in duplicate and forwarded to the District CPAC through the EIT Coordinator.

FOR COMMANDER:



CLIFTON P. JACKSON, JR.
Executive Assistant

DISTRIBUTION:

NWD Intranet - <http://w3.nwd.usace.army.mil/info/regs-pub/pubs.htm>
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This form is to be completed quarterly by the Engineer-in-Training. The Engineer-in-Training will evaluate his/her assignments by answering the questions below and commenting as appropriate. Two signed copies of the completed form will be forwarded through the EIT Coordinator to the Civilian Personnel Advisory Centers.		ENGINEER-IN-TRAINING EVALUATION <i>(For use of this form see NWDR 690-1-4.)</i>	
		1. DISTRICT	2. ENGINEER NAME
		3. GRADE	4. ENGINEERING MAJOR
5. ORGANIZATION(S) ASSIGNED	6. SUMMARIZE YOUR DUTIES IN EACH ASSIGNMENT	7. TIME SPENT IN EACH TYPE <i>(number of weeks)</i>	8. DESCRIBE THE POSITIVE AND NEGATIVE ASPECTS OF ASSIGNMENT <i>(Attach separate sheet if more space is required.)</i>
9. REMARKS/QUESTIONS: <i>(Include any other information which you believe would be of value in improving the effectiveness of this program. Continue on a separate sheet if more space is required.)</i>		COMPLETED BY ENGINEER-IN-TRAINING COORDINATOR ONLY	
		12. ACTION TAKEN	
10. ENGINEER-IN-TRAINING <i>(Signature)</i>	11. DATE	13. ENGINEER-IN-TRAINING COORDINATOR <i>(Signature)</i>	14. DATE

DISTRICT		SUPERVISOR'S EVALUATION OF ENGINEER-IN-TRAINING <i>(For use of this form see NWDR 690-1-4.)</i>			
During an engineer's rotation assignment, the supervisor will keep a cumulative record of training. Upon completion of the assignment, the supervisor will complete at least two signed copies of this form with attached narrative evaluations to the local personnel office, through the Engineer-in-Training Supervisor. One copy will be furnished to CENWD-NP-HR by the Civilian Personnel Advisory Centers.					
1. ENGINEER NAME		2. GRADE		3. ENGINEERING MAJOR	
4. DIVISION/BRANCH NAME		5. OFFICE SYMBOL		6. DATE ASSIGNED	7. DATE COMPLETED
8. TYPE OF WORK PERFORMED					9. TIME SPENT IN EACH TYPE <i>(number of weeks)</i>
10. TYPE OF FORMALIZED TRAINING GIVEN EMPLOYEE DURING THIS TIMEFRAME <i>(Lecture, Seminar, Guided Tour, etc.)</i>		11. SUBJECT		12. DATE	13. HOURS
14. This employee's total performance for the entire period is: <input type="checkbox"/> a. Outstanding <input type="checkbox"/> b. Above Average <input type="checkbox"/> c. Satisfactory <input type="checkbox"/> d. Below Average <input type="checkbox"/> e. Unsatisfactory		15. Was an exit interview conducted with the employee in which his/her major strong points and weak points were discussed? <input type="checkbox"/> a. yes <input type="checkbox"/> b. no 16. Was the employee counseled on how to further develop his/her strong points and how to correct his/her weak ones? <input type="checkbox"/> a. yes <input type="checkbox"/> b. no 17. Would you be willing to accept the employee in a full-time permanent position under your supervision? <input type="checkbox"/> a. yes <input type="checkbox"/> b. no <i>(explain below)</i>			
18. Attach a narrative evaluation of the engineer's overall performance while under your supervision. Give specific comments, including both strong and weak points regarding the trainee's personality, initiative, originality, work habits, accuracy and thoroughness, dependability, writing and speaking abilities. (Confine to 500 words or less.) Do you feel the trainee has demonstrated any noteworthy aptitude in your function? If so, does it merit special attention and further development? Discuss any major weak points with employee.		19. SUPERVISOR <i>(Signature)</i>		20. DATE	
		21. ENGINEER-IN-TRAINING <i>(Signature)</i>		22. DATE	
		23. ENGINEER-IN-TRAINING COORDINATOR <i>(Signature)</i>		24. DATE	